

COMBINED HEALTH & SAFETY RISK ASSESSMENT AND PORTABLE APPLIANCE VISUAL CHECK



DJ:

Date:

Location:

**Please observe ALL guidelines detailed in Corabar's 'Employee Procedures and Health & Safety Pack' and confirm the following.
If you state 'No' in response to any item,
Please give further information and reasons on 'Additional Information Sheet' Overleaf**

| | | |
|-----|---|---|
| 1. | Observe HSE guidance provided by Corabar Entertainment for lifting equipment | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 2. | Park your vehicle in a safe location to unload and reload the equipment (ie without risk from being hit by other vehicles) | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 3. | Check route into and out of the venue clear of obstructions, safe and properly lit | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 4. | Where possible, use the trolley/dolly provided by Corabar Entertainment to move the equipment | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 5. | Check location where you have been asked to set up is clear of fire doors / emergency routes / traffic of guests & staff | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 6. | Ensure you have sufficient room to set up and work safely | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 7. | Identify the location of fire extinguishers and emergency exits at the venue | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 8. | Confirm reasonable access to 2 standard 13amp plug sockets has been provided by the venue | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 9. | Test the venue's electrical sockets using the socket tester provided by Corabar Entertainment | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 10. | Insert one of the RCD plugs provided by Corabar Entertainment into each of the sockets you will be using | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 11. | Carry out a visual inspection and 'Pass' electrical equipment you will be using (as detailed in Corabar's Guidelines) inc:- Mains Leads Mains Plugs EITHER Equipment Connector OR Equipment Cable Entry Mains On/Off Switch Equipment Housing | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 12. | Secure all wires on the rig using Velcro cable ties | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 13. | Secure all wires running across the floor secured using cloth tape | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 14. | Secure all lights hung on any lighting bar by clamps and safety wires/chains | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 15. | Take all reasonable steps to ensure that no liquids are placed near the equipment so as to cause a hazard | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 16. | Take all reasonable steps to prevent and deter any other person from entering your work space | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 17. | Take all reasonable steps to prevent and deter any other person from tampering with any equipment | <input type="checkbox"/> Yes <input type="checkbox"/> No* |
| 18. | Confirm that ALL equipment is working at the end of the night | <input type="checkbox"/> Yes <input type="checkbox"/> No* |

Signed:

Completed (Date):

